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OFFICE OF COLLECTION AND DISSEMINATION

REQUIREMENTS STUDY NO. 3

12 December 1946

SUBJECT: Requirements and Controls Relating to Dissemination of Washington Document Center Material

1. The Problem: 25X1A

a. The Office of Operations [] Deputy Assistant Director) has requested the assistance of OCD on two problems encountered by the Office of Operations in taking over the Washington Document Center. These problems are:

- (1) What procedures should be followed to assure proper downgrading (or, if possible, to prevent over-classification initially), of documents which should be distributed to the Department of Commerce and other non-military agencies.
- (2) What channels and procedures should be followed by agencies which wish to request documents from the Washington Document Center.

b. These problems are related directly to the functions of the Control Division and Survey Division, respectively, of the Requirements Branch.

2. Directive:

a. The Requirements Branch will conduct a survey to determine the full scope of the problems and what CIG action is required. The development of appropriate procedures will be discussed informally with the Office of Operations, and where appropriate with the Security and Dissemination Branches of OCD, during the survey.

b. At the conclusion of the survey, a report will be submitted to this office, with recommendations for action to be taken.

C. E. OLSEN
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Assistant Director for
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DISTRIBUTION:

For action: Requirements Br. ✓
For info : Office of Operations
Security Branch
Dissemination Branch
Collection Branch
OCD subject file
OCD control file
SF: 22 December

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